

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

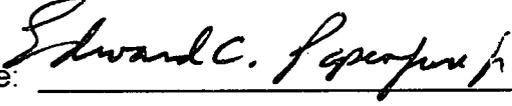
Schedule No. **1568**

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Agency Workers' Compensation Commission 6 North Liberty Street, Baltimore, MD 21201	Division/Unit Administration & Support Group
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Item No.	Description	Retention
SUPERSEDES SCHEDULE NUMBER 1203		
1	<p><u>Policy & Precedent Files.</u></p> <p>These files contain documents and records which are generally directive in nature, are of Commission-wide application, and establish administrative guidelines for the performance of recurring tasks, activities, or processing.</p>	<p>Permanent. Retain in local files for 3 years or until audited, whichever is later, then transfer to State Archives.</p>
2	<p><u>Plans, Projections, and Estimates Files.</u></p> <p>These files contain documents and records which concern the future programs and activities of the Commission and the anticipated allocation of resources to those programs and activities.</p>	<p>Retain in local files for 3 years or until audited, whichever is later, then transfer to Records Center. Retain at Records Center for 2 years, then destroy.</p>
3	<p><u>Program and Activity Files.</u></p> <p>These files contain documents and records which pertain to the programs and activities of the Commission not directly related to the processing of specific claims. Examples are various employer outreach activities and the programs associated with the Maryland Workers' Compensation Educational Association.</p>	<p>Same as Item 2 above.</p>
4	<p><u>General Correspondence Files.</u></p> <p>These files contain documents and records in the form of internal and external letters, memoranda, and notes of an administrative nature; i.e., not related to the processing of specific claims.</p>	<p>Same as Item 2 above.</p>

Schedule Approved by Department, Agency, or Division Representative.
 DATE: 24 November 1995
 Signature: 
 Typed Name: R. Rex Brookshire II
 Title: Director of Administration

Schedule Authorized by State Archivist:
 Date: FEB 2 1996
 Signature: 

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RECORDS MANAGEMENT DIVISION
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Item No.	Description	Retention
SUPERSEDES SCHEDULE NUMBER 1203		
5	<p><u>Commission Publication Files.</u></p> <p>These files contain documents and records pertaining to books, pamphlets, brochures, leaflets, and other written materials published by the Commission and intended for distribution outside the agency.</p>	Retain in local files until obsolete or superseded, then destroy.
6	<p><u>Annual and Special Report Reference Files.</u></p> <p>These files contain documents and records upon which the official annual reports of the Commission to the Governor or General Assembly, or other special reports, are based.</p>	Same as Item 1.
7	<p><u>Working Papers and Draft Materials Files.</u></p> <p>These files contain documents and records which are still in draft or otherwise in the process of revision.</p>	Same as Item 5.
8	<p><u>Facilities Administration & Management Files.</u></p> <p>These files contain documents and records which pertain to the acquisition, use, maintenance, internal allocation, renovation, and/or disposition of realty in the State of Maryland in conjunction with agency operations and activities.</p>	Same as Item 2.
9	<p><u>Agency Support Agreement Files.</u></p> <p>These files contain documents and records which pertain to agreements or understandings between the Commission and other Governmental entities.</p>	Retain in local files until obsolete or superseded, then transfer to Records Center. Retain at Records Center for 2 years, then destroy.
10	<p><u>Disaster & Contingency Recovery Files.</u></p> <p>These files contain documents and records pertaining to the agency's plans and activities in anticipation of natural disasters and other events which have serious potential to disrupt Commission operations.</p>	Same as Item 9.

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Agency
Workers' Compensation Commission
6 North Liberty Street, Baltimore, MD 21202

Division/Unit
Administration & Support Group

Item No.	Description	Retention
SUPERSEDES SCHEDULE NUMBER 1203		
11	<p><u>Training Files.</u></p> <p>These files contain documents and records pertaining to the agency's internal Master Training Program for agency personnel, to include course preference sheets, attendance and course evaluation records, training schedules, scope notes, lesson plans, instructor assignment materials, and training aides.</p>	Same as Item 2.
12	<p><u>Disbursement Files.</u></p> <p>These files contain documents and detail records supporting all disbursements (except payroll) made by the agency and includes vendor invoices, purchase order copies, receiving documents, STARS 50-100, 50-101, 50-102, expense accounts (GAD X-3, X-5), interagency charges (Centrex State Use, etc), vendor payment cards, refund authorizations.</p>	Same as Item 2.
13	<p><u>Revenue Files.</u></p> <p>These files contain documents and records consisting of bank deposit materials and supporting detail, including certificates of deposit, bank deposit slips, and daily cash receipt listings.</p>	Same as Item 2.
14	<p><u>Accounting Control Files.</u></p> <p>These files contain documents and records used in maintaining fiscal control, to include STARS daily and monthly reports, STARS 120 adjustments, expenditure control ledger, and revenue control ledger.</p>	Same as Item 2.
15	<p><u>Purchasing Files.</u></p> <p>These files consist of documents and records used to detail all purchases by the Commission for goods and services, and include purchase order log, purchase orders, purchase requisitions, bidding documentation, authorizations (BB-4), and contracts.</p>	Same as Item 2.

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Item No.	Description	Retention
SUPERSEDES SCHEDULE NUMBER 1203		
16	<p><u>Payroll Files.</u></p> <p>These files consist of documents and records which reflect the calculation and payment of salaries. (Personnel records are maintained and reported separately.) Payroll files include personnel action authorizations, overtime authorizations and time reports, exception time reports, and payroll registers.</p>	Same as Item 2.
17	<p><u>Working Fund Files.</u></p> <p>These files contain documents and records of advances and disbursements made from two working funds (Workers' Compensation Commission and Subsequent Injury Fund) and include cancelled checks, bank statements, advancement records, and fund balance reconciliations.</p>	Same as Item 2.
18	<p><u>Property Accountability & Inventory Files.</u></p> <p>These files contain documents and records which itemize agency accountable property and provide inventory control over these Commission assets. The files include furniture and equipment lists, forms and supplies lists and descriptions, accountable officer designations, inventory records, and destruction/transfer certifications.</p>	Retain in local files until obsolete or superseded, then retain for 3 years or until audited, whichever is later, then transfer to Records Center. Retain at Records Center for 2 years, then destroy.
19	<p><u>Budget Files.</u></p> <p>These files contain documents and records which support the annual budget process and include budget estimates, budget submissions, CPS letters and other DBFP correspondence relating to the budget process, budget approvals, and budget amendments.</p>	Same as Item 2.
20	<p><u>Supply Files.</u></p> <p>These files contain documents and records which are related to the agency's acquisition, maintenance, and use of consumable supplies and equipment. The files include lists of consumable supplies and equipment, locations, usage records, and reorder data</p>	Same as Item 2.

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Item No.	Description	Retention
SUPERSEDES SCHEDULE NUMBER 1203		
21	<p><u>Travel and Accommodations Files.</u></p> <p>These files contain documents and records which are related to the travel and accomodation of agency personnel on official business in conjunction with Commission operations and activities. The files include ticketing and reservation information, hotel/conference center data, price lists, and confirmations.</p>	Same as Item 18.
22	<p><u>Accounts Receivable Files.</u></p> <p>These files contain documents and records pertaining to three major types of receivables:</p> <ul style="list-style-type: none"> A. Special tax for maintenance of Commission; B. Assessments on compensation awards; and C. Recovery of Uninsured Employers' Fund benefits paid. <p>The files include reports of insured payroll, maintenance assessment calculations, detail account records, monthly account receivable reports, and monthly reconciliations (Accounts Receivable to STARS).</p>	Same as Item 2
23	<p><u>Claimant Account Payable Files.</u></p> <p>These files contain documents and records relating to payments made to Workers' Compensation claimants who become eligible for benefits from either the Subsequent Injury Fund (SIF) or the Uninsured Employers' Fund (UEF), with agency disbursements made on the basis of written authorizations from the SIF or UEF. The files include payment authorizations, detail account records (computerized), disbursement lists, and monthly accounts payable reports (internal and STARS).</p>	Same as Item 22, except Payment Authorization Records are to be retained in local files for 3 years after last payment or until audited, which ever is later, then destroyed.

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Item No.	Description	Retention
SUPERSEDES SCHEDULE NUMBER 1203		
24	<p><u>Vehicle Management Files.</u></p> <p>These files contain documents and records pertaining to state automobiles acquired by the agency for the conduct of official business and include title documentation, registration data, mileage and maintenance information, and driver assignment information.</p>	Same as Item 2.
25	<p><u>Fiscal Report Files.</u></p> <p>These files contain documents and records pertaining to STARS final reports for each fiscal year, fiscal year closeout records, SIF and UEF fund balance reports, and reports of legislative auditors.</p>	Retain in local files for 5 years or until audited, whichever is later, then transfer to Records Center for 2 years, then destroy.
26	<p><u>Employee Personnel Files.</u></p> <p>These files contain documents and records pertaining to individual agency employees and include employment applications, job descriptions, correspondence pertaining to the employee, commendations and citations, counseling memoranda and other disciplinary matters, performance evaluations, and similar materials.</p>	Retain in local files while individual is employed by agency and for 3 years after departure or separation, or until audited, whichever is later, then destroy.
27	<p><u>Employee Grievance Files.</u></p> <p>These files contain documents and records pertaining to individual agency employees about disciplinary matters which have been made subject to official grievance procedures.</p>	Same as Item 26.
28	<p><u>Personnel Transaction Files.</u></p> <p>These files contain documents and records pertaining to agency employees and their classification, employment status, working hours, grade/step, code/program, and personal data.</p>	Same as Item 26.

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Workers' Compensation Commission
6 North Liberty Street, Baltimore, MD 21202

Division/Unit
Administration & Support Group

Item No.	Description	Retention
SUPERSEDES SCHEDULE NUMBER 1203		
29	<p><u>Personnel Leave & Absence Files.</u></p> <p>These files contain documents and records pertaining to the leaves and absences from work of agency personnel and include leave request /authorization slips, leave cards, medical authorizations, and related materials.</p>	Retain in local files for 3 years, then destroy.
30	<p><u>Personnel Time Records</u></p> <p>These files contain documents and records pertaining to agency employees and their time usage and include daily and bi-weekly computerized time edit sheets.</p>	Same as Item 26.
31	<p><u>Rehabilitation Provider Registration Files.</u></p> <p>These files contain documents and records used to reflect the registration with the Commission of vocational rehabilitation providers who do business in the State of Maryland and includes registration forms and correspondence.</p>	Same as Item 18.
32	<p><u>Information System Administration Files.</u></p> <p>These files contain documents and records pertaining to the administration and maintenance of the agency's automated information system and include specification information, performance data, workstation and user information, design materials, and related matters.</p>	Same as Item 2.
33	<p><u>Information System Security Files.</u></p> <p>These files contain documents and records pertaining to the administration and maintenance of security for the agency's information system and include security design documents, access requests and authorizations, password requests and authorizations, reports of security violation and investigations thereon, and related matters.</p>	Same as Item 2.

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Agency
 Workers' Compensation Commission
 6 North Liberty Street, Baltimore, MD 21202

Division/Unit
 Administration & Support Group

Item No.	Description	Retention
SUPERSEDES SCHEDULE NUMBER 1203		
34	<p><u>Information System Programming and Reference Files.</u></p> <p>These files contain paper and electronic documents and records pertaining to applications programming for the agency's information system and include copies of on-line programs, supplemental code, programming task sheets, programming priority sheets, and similar materials related to programming tasks.</p>	<p>Retain for current reference all documents and records required to maintain access to records stored on disk, tape, or other media. Retain all other documents and records for 3 years or until audited, whichever is later, then transfer to Records Center. Retain at Records Center for 2 years, then destroy.</p>
35	<p><u>Annual and Special Report Files.</u></p> <p>These files contain documents and records which constitute the official annual reports of the Commission to the Governor and General Assembly and special reports concerning agency-related programs, activities, or operations.</p>	<p>Permanent, for eventual transfer to the State Archives. Paper files will be converted to optical media as soon as possible after creation and may be destroyed after 3-month verification period. Optical files will be retained indefinitely, migrating images as necessary from system to system to ensure retrievability and readability.</p>

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
(410) 799-1930

1. DEPARTMENT/AGENCY
Workers' Compensation Commission
6 North Liberty St. BA. MD 21201

2. DIVISION
Claim Processing Group

3. UNIT

DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.

4. ELECTRONIC RECORD SERIES TITLE
First Report of Injury Reference Files

5. EARLIEST YEAR/LATEST YEAR
1945 TO 1995

6. INPUT - Identify source of information to be entered
First Report documents filed by employers with the Commission as required by the Workers' Compensation Act.

7. OUTPUT - Identify use/s of information generated by system
Filed documents establish relevant time period for statute of limitations; matched to claim document (if any is filed).

8. ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.
First Report of Injury Reference Files contain First Reports of Injury/Occupational Illness which are filed by employers in compliance with the Workers' Compensation Act but which are not subsequently followed up with a claim filed by an injured worker. Forms are datestamped upon receipt by the Commission and immediately scanned and indexed into the agency's electronic claim management information system. A record of the form is engraved by laser onto optical disk media. It is retrieveable by claimant's social security number, name, and/or date of accident. First Reports of Injury/Occupational Illness contain information relating to the identity of the injured worker, the employer, the employer's insurance carrier, and the facts and circumstances relating to the accidental injury as reported by the employer.

9. POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.
With the exception of medical documentation, all documents filed with the Commission are public records and are available for inspection, review, and use (to include reproduction) by any member of the public.

10. UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM
All compensation documents committed to the electronic claims management system, to include historical agency documents not relating to specific claims, must be preserved for future reference throughout the prescribed retention period for each type of document. The agency has established no specific update or revision cycle for the migration of its electronic records but estimates that this will occur approximately every ten (10) years as current equipment wears out and requires replacement. The acquisition of upgraded imaging equipment will require prospective vendors to warrant that the replacement equipment can retrieve/reproduce accurate images from the optical disks maintained by the agency or, alternatively, the acquisition will include provision for image migration to a new format.

11. SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.
Optical platters containing First Reports are housed either in the FileNet Optical Storage and Retrieval Library (OSAR) or on nearby shelving in the agency's Computer Operations Center (for those records that are off-line but active). Duplicate (mirrored) copies are maintained in a separate location off-site to provide for security and disaster recovery.

12. RECOMMENDED RETENTION
Fifty (50) years from the date of filing.

13. TYPED OR PRINTED NAME OF PREPARER
R. Rex Brookshire II

14. TELEPHONE NUMBER
(410) 767-0829

15. DATE
11 September 1995

16. TITLE OF PREPARER
Director of Administration

FOR PERMANENT RECORDS COMPLETE ALSO
DGS 550-6A

separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04

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1. DEPARTMENT/AGENCY
Workers' Compensation Commission
6 North Liberty St. BA. MD 21201

2. DIVISION
Claim Processing Group

3. UNIT

DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.

4. ELECTRONIC RECORD SERIES TITLE
Employee Claim Files

5. EARLIEST YEAR/LATEST YEAR
1945 TO 1995

6. INPUT - Identify source of information to be entered
Documents and records filed by parties to compensation claims in accordance with the Workers' Compensation Act or agency regulations.

7. OUTPUT - Identify use/s of information generated by system
Filed documents used by parties and the agency for the processing and adjudication of claims.

8. ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.
Documents and records associated with the claims of injured workers filed with the Commission in accordance with the Workers' Compensation Act. Each claim file is assigned a unique identifying number of one letter followed by six numerical digits; e.g., B123456. Each claim file contains various types and classifications of documents as needed for the adjudication and processing of that particular claim, to include claim forms, medical reports and evaluations, issues, correspondence, transcripts, hearing notices, and similar materials. Key indices: Claim Number, Claimant Name, Claimant SSN, Date of Accident, File Date.

9. POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.
With the exception of medical documentation, all documents filed with the Commission are public records and are available for inspection, review, and use (to include reproduction) by any member of the public.

10. UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

All compensation documents committed to the electronic claims management system, to include historical agency documents not relating to specific claims, must be preserved for future reference throughout the prescribed retention period for each type of document. The agency has established no specific update or revision cycle for the migration of its electronic records but estimates that this will occur approximately every ten (10) years as current equipment wears out and requires replacement. The acquisition of upgraded imaging equipment will require prospective vendors to warrant that the replacement equipment can retrieve/reproduce accurate images from the optical disks maintained by the agency or, alternatively, the acquisition will include provision for image migration to a new format.

11. SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

Optical platters containing Employee Claim Files are housed either in the FileNet Optical Storage and Retrieval Library (OSAR) or on nearby shelving in the agency's Computer Operations Center (for those records that are off-line but active). Duplicate (mirrored) copies are maintained in a separate location off-site to provide for security and disaster recovery.

12. RECOMMENDED RETENTION

Fifty (50) years from the date of filing.

13. TYPED OR PRINTED NAME OF PREPARER
R. Rex Brookshire II

14. TELEPHONE NUMBER
(410) 767-0829

15. DATE

11 September 1995

16. TITLE OF PREPARER

Director of Administration

FOR PERMANENT RECORDS COMPLETE ALSO
DGS 550-6A

DGS 550-6

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>3</u> of <u>4</u>	
1. DEPARTMENT/AGENCY Workers' Compensation Commission 6 North Liberty St. BA, MD 21201		2. DIVISION Administration & Support Group		3. UNIT	
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.					
4. ELECTRONIC RECORD SERIES TITLE Accounts Receivable Files				5. EARLIEST YEAR/LATEST YEAR <u>1975</u> TO <u>1995</u>	
6. INPUT - Identify source of information to be entered Reports of insured payroll, maintenance assessment calculations, detail account records and similar material used in the fiscal management of the agency.			7. OUTPUT - Identify use/s of information generated by system Annual maintenance assessment upon carriers, penalties and fines for regulatory noncompliance.		
8. ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Detail account records are the source documents for fines, assessments, and penalties imposed by the commission as well as a record of payment for the carrier / account involved.					
9. POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. With the exception of medical documentation, all documents filed with the Commission are public records and are available for inspection, review, and use (to include reproduction) by any member of the public.					
10. UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM All compensation documents committed to the electronic claims management system, to include historical agency documents not relating to specific claims, must be preserved for future reference throughout the prescribed retention period for each type of document. The agency has established no specific update or revision cycle for the migration of its electronic records but estimates that this will occur approximately every ten (10) years as current equipment wears out and requires replacement. The acquisition of up-graded imaging equipment will require prospective vendors to warrant that the replacement equipment can retrieve/reproduce accurate images from the optical disks maintained by the agency or, alternatively, the acquisition will include provision for image migration to a new format.					
11. SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Optical platters containing detail account records of Accounts Receivable Files are housed either in the FileNet Optical Storage and Retrieval Library (OSAR) or on nearby shelving in the agency's Computer Operations Center (for those records that are off-line but active). Duplicate (mirrored) copies are maintained in a separate location off-site to provide for security and disaster recovery.					
12. RECOMMENDED RETENTION Twenty (20) years from the date account becomes inactive.					
13. TYPED OR PRINTED NAME OF PREPARER R. Rex Brookshire II		14. TELEPHONE NUMBER (410) 767-0829		15. DATE 11 September 1995	
16. TITLE OF PREPARER Director of Administration		FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A			
DGS 550-6					

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) MAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>4</u> of <u>4</u>	
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DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.					
4. ELECTRONIC RECORD SERIES TITLE Annual and Special Report Files				5. EARLIEST YEAR/LATEST YEAR <u>1914</u> TO <u>1995</u>	
6. INPUT - Identify source of information to be entered Documents and records generated by members of the agency staff during the course of operations/activities.			7. OUTPUT - Identify use/s of information generated by system Statistical analyses, trend identifications, summaries, narratives, and related materials.		
8. ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Annual and Special Report Files contain documents and records which constitute the official reports and records of the Commission as provided to the Governor and the General Assembly concerning agency-related programs, activities, or operations. This file series also contains the official minutes of monthly Commission Meetings.					
9. POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. With the exception of medical documentation, all documents filed with the Commission are public records and are available for inspection, review, and use (to include reproduction) by any member of the public.					
10. UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM All compensation documents committed to the electronic claims management system, to include historical agency documents not relating to specific claims, must be preserved for future reference throughout the prescribed retention period for each type of document. The agency has established no specific update or revision cycle for the migration of its electronic records but estimates that this will occur approximately every ten (10) years as current equipment wears out and requires replacement. The acquisition of up-graded imaging equipment will require prospective vendors to warrant that the replacement equipment can retrieve/reproduce accurate images from the optical disks maintained by the agency or, alternatively, the acquisition will include provision for image migration to a new format.					
11. SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Optical platters containing annual and special report files are housed either in the FileNet Optical Storage and Retrieval Library (OSAR) or on nearby shelving in the agency's Computer Operations Center (for those records that are off-line but active). Duplicate (mirrored) copies are maintained in a separate location off-site to provide for security and disaster recovery.					
12. RECOMMENDED RETENTION <p style="text-align: center;">Permanent.</p>					
13. TYPED OR PRINTED NAME OF PREPARER R. Rex Brookshire II		14. TELEPHONE NUMBER (410) 767-0829		15. DATE 11 September 1995	
16. TITLE OF PREPARER Director of Administration				FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A	
DGS 550-6					

6. FOR GEOGRAPHIC INFORMATION SYSTEMS, Description of the physical and technical characteristics of the records, including a data dictionary, a quality and accuracy report, and a description of the graphic data structure, such as recommended by the "Spatial Data Transfer Standards (SDTS)(FIPS Pub 173, 1992 August 28)" and "Content Standards for Digital Spatial Metadata (March 31, 1994)."

7. DESCRIPTION OF THE BACKUP SECURITY PLAN BY MEANS OF WHICH PERMANENT AND NONPERMANENT ELECTRONIC RECORDS SHALL BE PRESERVED AND MADE ACCESSIBLE TO GOVERNMENT AND THE PUBLIC THROUGHOUT THE ELECTRONIC RECORDS LIFE CYCLE, INCLUDING ANY ADDITIONAL TECHNICAL INFORMATION, SOFTWARE, OR PLATFORMS NEEDED TO READ, COPY OR PROCESS THE RECORDS.

The Commission's electronic claims information system has been designed with redundant security measures. All documents indexed into the system or generated by the system itself are duplicated or "mirrored" so that two copies of each image are made onto separate optical platters. The backup platter is stored off-site to avoid destruction in the event of a disaster affecting the agency's headquarters. The Commission has contracted for a "hot site" to be made available in the event of a disaster or other event which has caused the destruction or nonoperability of the agency's computer. Backup platters will be taken to the hot site and operations restored within 24-48 hours.

System records are accessible through multiple terminals located throughout the Commission to include four terminals located in the public service area on the 9th floor. Plans call for the expansion of this facility to eight terminals. The system may also be accessed remotely by any user having an IBM-compatible PC equipped with a modem. Remote users may contact the agency and obtain a password free of charge by which they may gain access to the system. Communication software is also provided free of charge. Users have the option of selecting documents on file for transmission to them via facsimile machine. On selecting this mode of operation, the system's FAX server will download the selected image(s) and transmit them directly to the requester.